

**Subject:** RE: D/O will be expired on 02/28/2016  
**From:** Brenda Aldape  
**Date:** 02/26/2016 09:32 AM  
**To:** Jim Omahen  
**CC:** Lisa Schechter <lisa@mediadistrict.org>, Emelia Tso <emelia.tso@lacity.org>, Rick Scott <rick.scott@lacity.org>

Hi Emelia,

Their D&O Policy renewed effective 2/28/16 to 2/28/17. Do you need a Certificate of Insurance? Let me know.

Thank you!

**Brenda Aldape, CIC, CISR**

Client Service Manager  
505 N. Brand Blvd, Suite 600 Glendale, CA 91203  
:P: 818.539.8602 | :F: 818.539.8702  
:E: [Brenda\\_Aldape@ajg.com](mailto:Brenda_Aldape@ajg.com) | :W: [www.chapmanins.com](http://www.chapmanins.com)



Arthur J. Gallagher & Co. Insurance Brokers of California, Inc.  
CA License #0726293

*Insurance coverage cannot and will not be placed or changed without written confirmation from a licensed Account Representative. Communications concerning this matter, including this email and any attachments, are provided for purposes of insurance/risk management consulting. Opinions and advice provided by Arthur J. Gallagher & Co. is not intended to be, and should not be construed to be, legal advice. Please direct any request for legal advice to your attorney.*

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**From:** Jim Omahen [mailto:jim@mediadistrict.org]  
**Sent:** Friday, February 26, 2016 9:19 AM  
**To:** Brenda Aldape  
**Cc:** Lisa Schechter; Emelia Tso; Rick Scott  
**Subject:** FW: D/O will be expired on 02/28/2016

**Brenda,** I'm forwarding to you a message/alert/warning from the City Clerks Office. Please respond to all ASAP and advise. Thanks.

**Emelia and Rick,** Brenda Aldape is with Arthur J. Gallagher & Co. (our Insurance Broker) and she is our client services rep.

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Jim Omahen, Operations Manager  
Hollywood Media District BID  
1040 N. Las Palmas Ave.  
Hollywood, CA 90038  
Ph 323.860.0088  
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[MediaDistrict.org](http://MediaDistrict.org)

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**From:** Emelia Tso <[emelia.tso@lacity.org](mailto:emelia.tso@lacity.org)>  
**Date:** Friday, February 26, 2016 at 7:49 AM  
**To:** Lisa Schechter <[lisa@mediadistrict.org](mailto:lisa@mediadistrict.org)>, Jim Omahen <[jim@mediadistrict.org](mailto:jim@mediadistrict.org)>  
**Cc:** Rick Scott <[rick.scott@lacity.org](mailto:rick.scott@lacity.org)>  
**Subject:** re: D/O will be expired on 02/28/2016

Hi Lisa,

The above insurance is going to be expired. Please update the insurance immediately. Otherwise, your invoice payment might be delayed.

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Thanks.

Emelia Tso  
Neighborhood and Business Improvement District Division  
Office of City Clerk  
213-978-1110